

## Las Vegas Paiute Tribe Job Description

**Position Title: Substance Abuse /Mental Health Counselor**

**Class Code:** Non Exempt

**Modified:** 01/02/2001

**Salary Range:** \$24,960 - \$ 35,360

***Position Summary:*** To provide individual, family and group counseling as well as case management, evaluation and assessment in the areas of alcohol, substance abuse, and mental health with emphasis on prevention, early intervention and crisis assistance to eligible Native Americans in Clark County.

***Essential Duties and Responsibilities:*** include the following, other duties may be assigned.

- Provides counseling services to eligible Native Americans in the areas of mental health, alcohol and substance abuse, prevention and codependency.
- Provides direct clinical services, community and home-based services, case management and behavioral and human services to mentally ill and/or emotionally disturbed clients in an outpatient, community or similar setting.
- Provides individual, family and weekly group counseling sessions.
- Maintains client records in accordance with *Federal Regulations on the Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR part 2*.
- Coordinates prevention programs for youth under guidance of Family Counselor and Director.
- Arrange services with the school district for outreach to Native American youth.
- Conduct and/or facilitate community education sessions on relevant topics.
- Network with other resources/programs within the county, state and the Indian Health Service (IHS) system.
- Develop appropriate referrals for individuals requiring services not available through the program.
- Attend regularly scheduled staff meetings, case consultations, and when requested, tribal council meetings and perform monthly Chemical Dependency Management Information System (CDMIS), IHS Mental Health, and Program Activity Summary reporting to Family Services Manager and Director.

**Work conditions:** Works primarily indoors.

***Minimum Qualifications:***

Minimum qualifications require a Bachelor's degree from an accredited college or university in counseling, marriage and family therapy psychology, social work **OR** an equivalent combination of education and clinical experience. A Master's Degree in Counseling is preferred. Good interpersonal skills in working with youth, providing community presentations and experience with Indian communities are also preferred.

***Physical***

- Frequent to constant sitting at desk or computer while typing, completing paperwork.
- Occasional lifting/carrying, paperwork, files, office supplies, up to 20 lbs.
- Occasional push/pull exerting up to 5-10 lbs force, opening doors, file drawers, pushing files in drawers to make room.
- Occasional kneeling/crouching to reach lower file drawers, while stretching to store or retrieve materials.
- Constant use of both hands/arms in reaching, handling/grasping/fingering while entering data into computer, typing, filing etc.
- Constant use of sight abilities in typing, reading paperwork/computer screen, and maintaining a safe work environment.
- Constant use of speech/hearing in communicating with patients, coworkers, supervisors, and answering phones.

***Mental***

Constant mental alertness, attention to detail, and high degree of accuracy is required in completing all assignments. Must be able to follow oral and written instructions and follow-through on all assignments.

***Licenses, Registration, Certificates***

Position requires licensure or certification for one or a combination of the following: Mental Health Counselor, Certified Counselor, Social Worker, Certified Alcohol and Drug Counselor or Alcohol and Drug Abuse Counselor issued by the appropriate licensing or certification authority. Must possess a valid Nevada driver's license, liability insurance to cover passengers, and dependable vehicle.

# EMPLOYMENT APPLICATION



date: \_\_\_\_\_

POSITION: \_\_\_\_\_ SSN: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MIDDLE INITIAL: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ HOME PHONE #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

ARE YOU A NATIVE AMERICAN FROM A FEDERALLY RECOGNIZED TRIBE WITH PROPER DOCUMENTATION?

IF YES, WHICH TRIBE? \_\_\_\_\_

HAVE YOU EVER BEEN EMPLOYED HERE BEFORE? \_\_\_\_\_ If yes, when? \_\_\_\_\_

PREFERRED JOB STATUS: (circle one) FULL TIME/PART-TIME/ONCALL

DATE AVAILABLE FOR EMPLOYMENT: \_\_\_\_\_

EXPLAIN ANY OTHER SCHEDULE OR SHIFT LIMITATIONS: \_\_\_\_\_

**PRINT YOUR EMPLOYMENT HISTORY WITH MOST RECENT FIRST—AT LEAST 10 YEARS**  
***If you write "SEE RESUME" - We WILL NOT Process This Application.***

EMPLOYER: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

SUPERVISOR AND TITLE: \_\_\_\_\_ START WAGES: \_\_\_\_\_ END WAGES: \_\_\_\_\_

DUTIES: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_ Reason you left? \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

SUPERVISOR AND TITLE: \_\_\_\_\_ START WAGES: \_\_\_\_\_ END WAGES: \_\_\_\_\_

DUTIES: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_ Reason you left? \_\_\_\_\_

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 DUTIES: \_\_\_\_\_  
 FROM: \_\_\_\_\_ TO: \_\_\_\_\_ Reason you left? \_\_\_\_\_

**SKILLS AND QUALIFICATIONS** – Include any job skills, experience, licenses, languages, etc.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b><u>EDUCATION</u></b> List any colleges attended	YEARS COMPLETED	DID YOU GRADUATE?	Course of Study and/or Degree

**REFERENCES** – **\*\*THIS APPLICATION WILL NOT BE PROCESSED IF REFERENCES ARE LEFT BLANK\*\***

NAME	TELEPHONE #	YEARS KNOWN

**READ THE FOLLOWING NOTICE CAREFULLY BEFORE SIGNING THIS APPLICATION**

**I agree and understand that if my job requires any type of work card, certificate or license I will produce these at the time of my in-processing (TAM card, drivers license, health card, immigration status, etc.). I will also provide two forms of identification at time of in-processing.**

This application is current for 180 days. Only the most qualified candidates are selected for a job interview. If you are interviewed, you will be notified in writing within 30 days if you have not been selected for employment. If you have any changes to your address or qualifications, please come in and update your job application.

The Las Vegas Paiute Tribe is an AT-WILL employer.

BY SIGNING BELOW I AGREE TO AND THAT I UNDERSTAND THE TERMS IN THIS APPLICATION.

SIGN/DATE: \_\_\_\_\_

## CONDITION OF EMPLOYMENT AUTHORIZATION TO RELEASE AND OBTAIN INFORMATION

As a condition of employment, the Las Vegas Paiute Tribe requires and pays for a background investigation. PERSONAL INFORMATION MUST BE ENTERED ON THIS PAGE TO CONDUCT AN INVESTIGATION. THIS PAGE IS REMOVED FROM APPLICATION AND KEPT BY HUMAN RESOURCES. THE FIRST TWO PAGES ARE FORWARDED TO THE APPROPRIATE DEPARTMENT.

COMPLETE NAME (include Aliases and middle name): \_\_\_\_\_

SSN #: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

DRIVER'S LICENSE # AND STATE ISSUED: \_\_\_\_\_

LIST YOUR TWO MOST PREVIOUS ADDRESSES (INCLUDE COUNTY):

\_\_\_\_\_  
\_\_\_\_\_

Have you been convicted of any crime in the last 10 years? SUCH CONVICTION MAY BE RELEVANT, IF JOB RELATED, BUT DOES NOT BAR YOU FROM EMPLOYMENT. HOWEVER, FAILING TO DISCLOSE A CONVICTION WILL AUTOMATICALLY BAR YOU FROM EMPLOYMENT.

YES: \_\_\_\_\_ EXPLAIN: \_\_\_\_\_

NO: \_\_\_\_\_

As a condition of employment, the Las Vegas Paiute Tribe requires and pays for a screening test for illegal drug use. If asked to take such an examination, YOU AGREE TO DO SO WITHIN 24 hours of notification.

I declare that I agree and accept the above conditions of employment and that my answers to the questions on this form are true and complete to the best of my knowledge. I understand that any statement later discovered to be false may be cause for discharge if I am hired. I hereby authorize investigation of all statements made and waive claims against all parties for damages which might be collected by reason of such inquiry. I also understand that an offer of employment, whether written or implied, does not constitute employment until all above terms and conditions are met and approved by the Las Vegas Paiute Tribe Human Resource Department.

**\*\*Sign and Date below to Authorize the Las Vegas Paiute Tribe to conduct a background investigation\*\***

\_\_\_\_\_

### HUMAN RESOURCES USE ONLY

Job Title: \_\_\_\_\_ Reqst Recvd from dept: \_\_\_\_\_

BACKGROUND SUBMITTED TO AGENCY: \_\_\_\_\_

BACKGROUND RECEIVED FROM AGENCY: \_\_\_\_\_

DRUG TEST RESULTS: \_\_\_\_\_